

SCHOOL AGE DAY CARE PROGRAM CERTIFICATION Standards and Checklist

Completion of this form meets the requirements of Chapter DWD 55 of the Wisconsin Administrative Code.

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m)].

Name of School Age Day Care Program	Telephone Number
Address (street, city, state, zip)	County
Program Director Name	Telephone Number

Check "YES", "NO" or "N/A" (if the question does not apply to the program) for each question.

Personnel

Director

Yes No NA

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The program has a person designated as director. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The director is 21 years of age or older. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The director has had at least 1 year of child care or administrative experience with preschool or school age children, or has completed 36 classroom hours or 3 credits of training in at least one of the following areas: child development, early childhood education, elementary education, child guidance, physical education, recreation or other approved area. |

Program Leader

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A program leader has been designated by the director to plan and implement the daily activities for a designated group of children. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The program leader is 18 years of age or older. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The program leader has completed their high school degree or its equivalency. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The program leader has had 80 working days experience working with school-age children. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The program leader has completed 10 classroom hours of training in at least one of the following areas: child development, early childhood education, elementary education, child guidance, physical education, recreation or other approved area. |

Program Assistant

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The program assistant will work under the supervision of a program leader. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The program assistant is 18 years of age or older. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The program assistant has completed or is enrolled in 10 classroom hours of training in at least one of the following areas: child development, early childhood education, elementary education, child guidance, physical education, recreation or other approved area. |

Substitutes

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I agree that when a regular staff member is absent, there will be a substitute that is 18 years of age or older. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I agree that when the regular staff member is expected to be absent 4 or more days, the substitute will have similar qualifications to the regular staff for whom they are a substitute. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I agree that when the regular staff member is not expected to be absent for more than 3 days, the substitute does not have to have similar qualifications as the regular staff if a qualified person is not available. |

Staff Records

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The program has a file on each employee that will be available for the licensing specialist or certifier to review. |
|--------------------------|--------------------------|--------------------------|---|

The file includes the following information regarding the employee:

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Address |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Date of birth |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Education – including documentation of educational qualifications for the position |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Position |